

CFO/M&B Chief/CAO (Deputy CAO) Reconciliation Review Checklist

NOAA Line Office _____ Fiscal Year _____ Qtr _____

CFO/CAO (Deputy CAO) _____ Date _____

OR

M&B Chief _____ Date _____

1. Have you received a completed CWIP Activity Manager (or their delegate's) CWIP Reconciliation Check List for each CWIP activity reconciliation that was sent to you for sign off? Y or N _____
2. If the answer to 1, was No, have you withheld that reconciliation from the FO-FSB until, you received the related checklist? Y or N _____
3. If CWIP activities, under your responsibility, are tracked by individual task code, within a core project code, e.g. 52NBSDF, have you compiled a recap sheet to ensure that all tasks that make up the core project code total have been included on one or more reconciliation spreadsheets? This is to ensure that all tasks reconciled, account for the underlying total project code, as reported on the CBS CWIP Report (CA500D). Y or N _____
4. Were all project codes stated on the CBS CWIP Report (CA500D), that are your responsibility, reconciled? To be certain, query the CBS CWIP Report (CA500D) by doing the following:
 - go to CFS Data Warehouse,
 - select Cost Accumulation Reports,
 - specify the LO in the dialogue screen,
 - specify task code, if appropriate.Y or N _____
5. Are all of your CWIP Activities, that have not been closed out, reflected on the Budget Execution Office's CWIP Activity Listing and is the data stated, there on, for your activities, correct (i.e., Activity Manager, Line Office, estimated completion date, projected total cost)? Check the Budget Execution Office website for verification. Y or N _____
6. If the answer to 5 is No, have you notified the Budget Execution Office to make the needed changes? Y or N _____

Note: If your responses, to any of the questions, made above, need to be elaborated, please do so on a separate sheet. Cite the question number along with the detailed explanation.

If you have questions, please contact the FO-FSB.